

KIBABII UNIVERSITY- ISO 9001:2015 QUALITY MANAGEMENT SYSTEMS		
ISSUED FOR USE IN 2020	POST TRAINING EVALUATION FORM FOR EMPLOYEES	REF: KIBU-ADM-F-041



KIBABII UNIVERSITY

POST TRAINING EVALUATION FORM FOR EMPLOYEES

2022



Kibabii University ISO 9001:2015 Certified
Knowledge for development

A. Name of Employee(optional): _____

B. Course Title: _____

C. Training Provider: _____

D. Course Facilitator(s):

No.	Name
1.	
2.	
3.	

E. Training Date(s): _____

F. Course Offering

Please Tick the Appropriate Box

1	2	3	4	5
Strongly Disagree	Disagree	Neutral	Agree	Strongly Agree

S/NO	EVALUATION FACTOR	5	4	3	2	1
1	The course content met my needs/ requirements					
2	The presentation matched the description in course content.					
3	The topics were delivered as stated in the course timetable.					
4	There were enough training aids & equipment's					
5	The answers the facilitators gave to participants' questions were clear.					
6	The facilitators provided illustrative examples.					
7	The training was well facilitated.					
8	The training allowed participants to use practical skills related to important concepts.					
9	The training was an effective way for individuals to learn important information.					
10	Participants were actively engaged in the training.					

Comments? (Please elaborate)



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G. The Course Facilitator(s)

Please Circle the Appropriate Box:

	Poor			Average Excellent	
1) Knowledge and adherence to the subject	1	2	3	4	5
2) Preparation for each class	1	2	3	4	5
3) Communicated material effectively	1	2	3	4	5
4) Responded well to participants questions	1	2	3	4	5
5) Established positive rapport with participants	1	2	3	4	5

Comments? (Please elaborate)

H. Additional Questions

- I. Please give any other additional comments or suggestions that you may have with regard to the entire training programme

- II. Briefly outline how this training was of value addition to Kibabii University as an Organization

